



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

January 14, 2014

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", written over a horizontal line.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

ESTABLISHING A PROCESS TO PROVIDE VITAL RECORDS AND IDENTIFICATION FOR EX-OFFENDERS (ITEM NO. 31, AGENDA OF JANUARY 14, 2014)

On December 17, 2013, the Board directed the Chief Executive Office (CEO) to collaborate with the Countywide Criminal Justice Coordination Committee (CCJCC), Sheriff's Department (Sheriff), Probation Department (Probation), and Registrar-Recorder/County Clerk (Registrar-Recorder) to establish a process for providing vital records, such as birth certificates and State issued identification cards to adults in Sheriff custody, and adults and youth under the supervision of Probation.

Background

The absence of proper identification can limit employment prospects and access to needed supportive services which may negatively impact the reentry process faced by individuals with criminal records. Recognizing these obstacles, on March 20, 2013, Supervisor Mark Ridley-Thomas requested CCJCC to form a taskforce to address the issue. The taskforce included representatives from the departments of Probation, Public Social Services (DPSS), Registrar-Recorder, Sheriff, Public Defender and CEO.

Establishing a Process for Providing Vital Records

The following summarizes the processes developed and implemented by the taskforce to assist in providing vital documents to ex-offenders in need. The four accompanying flow charts in Attachment I represent the process for each of the following areas targeted for identification needs:

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

- I. Youth in Juvenile Camp Placement
- II. Youth on Probation Field Supervision
- III. Adults Supervised by Probation
- IV. Adults Inmates in County Jail

I. YOUTH IN JUVENILE CAMP PLACEMENT

To meet the continuing proof-of-identification needs among confined youth in juvenile camps, the CEO, Probation, and Registrar-Recorder engaged to extend an expiring MOU through 2018 in order to facilitate the provision of birth certificates (Attachment II). The extension allowed for the continuance of Probation staff to be deputized by the Registrar-Recorder in order to facilitate birth certificate applications. The CEO dedicated \$15,000 in funding from the existing Gang Initiative Fund to cover the cost of birth certificate fees. As illustrated in Attachment I, applications are processed while youth are in placement; birth certificates are delivered to youth upon their release from camp.

II. YOUTH ON PROBATION FIELD SUPERVISION

The taskforce recognized the possible need to expand the process outlined for camp youth in order to address the needs of youth transitioning into the community. The requirement for vital records and identification may be critical as this population attempts to take advantage of the services offered during this transition.

In order to address the youth population returning to their communities on probation supervision, the CEO, Probation, and Registrar-Recorder amended the attached MOU (Attachment III) to include the target population. The first phase of the roll out of this service would include the First and Second Supervisorial Districts with expansion to the remainder the Supervisorial Districts to follow.

Probation staff in First and Second Supervisorial Districts have been trained and deputized by the Registrar-Recorder to facilitate applications and secure birth certificates. The \$15,000 Gang Initiative Fund allocated by the CEO for camp youth will now also cover document fees for youth on Probation supervision. As illustrated in Attachment I, applications are processed as early in the supervision period as possible, and birth certificates are delivered to youth during their next scheduled office visit.

Since the extension of the first MOU (Attachment 2) in March 2013, there have only been eight requests for this service. However, Probation has recently increased their efforts in promoting this service to the community.

III. ADULTS SUPERVISED BY PROBATION

The process for assisting adults supervised by Probation – including probationers and Post-Released Supervised Persons (PSPs) – was modeled after the Youth Probationer identification program described above, where designated Probation staff to facilitate birth certificate applications. An MOU between Probation and the Registrar-Recorder for serving adults on community supervision has been executed and the process for implementation has been initiated. Similar to the MOU for the youth on Probation supervision, the initial phase will be to serve the PSPs in the First and Second Supervisorial Districts beginning January 2014. After implementation, the departments will determine the timing to expand to other Districts, if needed (Attachment IV).

IV. ADULT INMATES IN COUNTY JAIL

To help meet identification needs of County jail inmates, a process was established whereby inmates currently participating in Education-Based Incarceration Programming, such as the Merit Program, can obtain vital records and identification prior to their coordinated release from custody. An MOU between the Sheriff and the Registrar-Recorder was executed, and Sheriff staff have been deputized by the Registrar-Recorder to facilitate birth certificate applications when needs have been identified (Attachment V). Funding from the Inmate Welfare Fund has been identified to fund the birth certificate program.

Funding for Birth Certificates

Through the work of each of the departments participating in the task force, processes for the provision of birth certificates have been established and implemented. Funding to cover the cost of birth certificates has also been identified. The CEO allocated \$15,000 from the Gang Initiative Fund to cover the cost of birth certificates provided to youths in camp, or on Probation supervision. The Inmate Welfare Fund supports the cost of birth certificates for individuals in jail. In addition, AB 109 funding has been identified as a potential funding source for individuals on Post-Release Community Supervision (PRCS).

The cost of birth certificates in Los Angeles County is \$28 effective January 2014. The cost of State of California issued identification cards is \$27, or DPSS can facilitate applications for reduced-fee cards (\$8) for eligible individuals through a fee waiver.

State-Issued Identification Cards

The provision of state-issued identification cards, however, remains a referral-only process. The Sheriff's Department has requested the Department of Motor Vehicles (DMV) to co-locate at the jail's reentry center to facilitate the state identification process, but this has not yet occurred. In the meantime, individuals in need of identification can visit DMV offices for state-issued cards.

The following strategies and options could further facilitate the provision of vital documents:

- 1. Develop a connection between the DMV and Los Angeles County Departments serving ex-offenders and request dedicated staffing for processing ID card requests.**

As previously mentioned, Sheriff has inquired with DMV about the feasibility of their co-locating at the County jail's Community Transition Unit. It is recommended that the County continue to pursue this option, as the co-location of DMV at the jail release line would present an ideal solution for meeting identification needs.

- 2. Secure authorization for the Sheriff and Probation to complete the Verification for Reduced Fee Identification Card Form (DR 937) for reduced-fee state identification cards.**

DPSS is already co-located at the jail's Community Transition Unit and can assist with Form DR 937 completion for reduced fee identification cards. However, the ability for Sheriff and Probation staff to assist in completing this form may help streamline the process countywide.

- 3. Consider a funding allocation to cover the cost of birth certificates for adult probationers and state identification cards for juvenile and adult ex-offenders.**

The Board may consider the value of a funding allocation to cover the costs of identification documents that are currently not funded. Should the Board decide to designate funding, the only option is to provide the involved departments with additional general funding to cover the costs of the birth certificates and state identification cards.

It should be noted that it has been difficult to quantify the actual need for identification among Los Angeles County's ex-offenders. This is particularly true since the processes to identify the need to provide documents have only been recently developed and implemented. Therefore, we do not have an estimate of

how much additional funding would be required. As the programs outlined above progress, we will work with the departments to review the demands of vital identification.

If you have any questions, please feel free to contact Georgia Mattera, Public Safety, at (213) 893-2374.

WTF:GM:aec

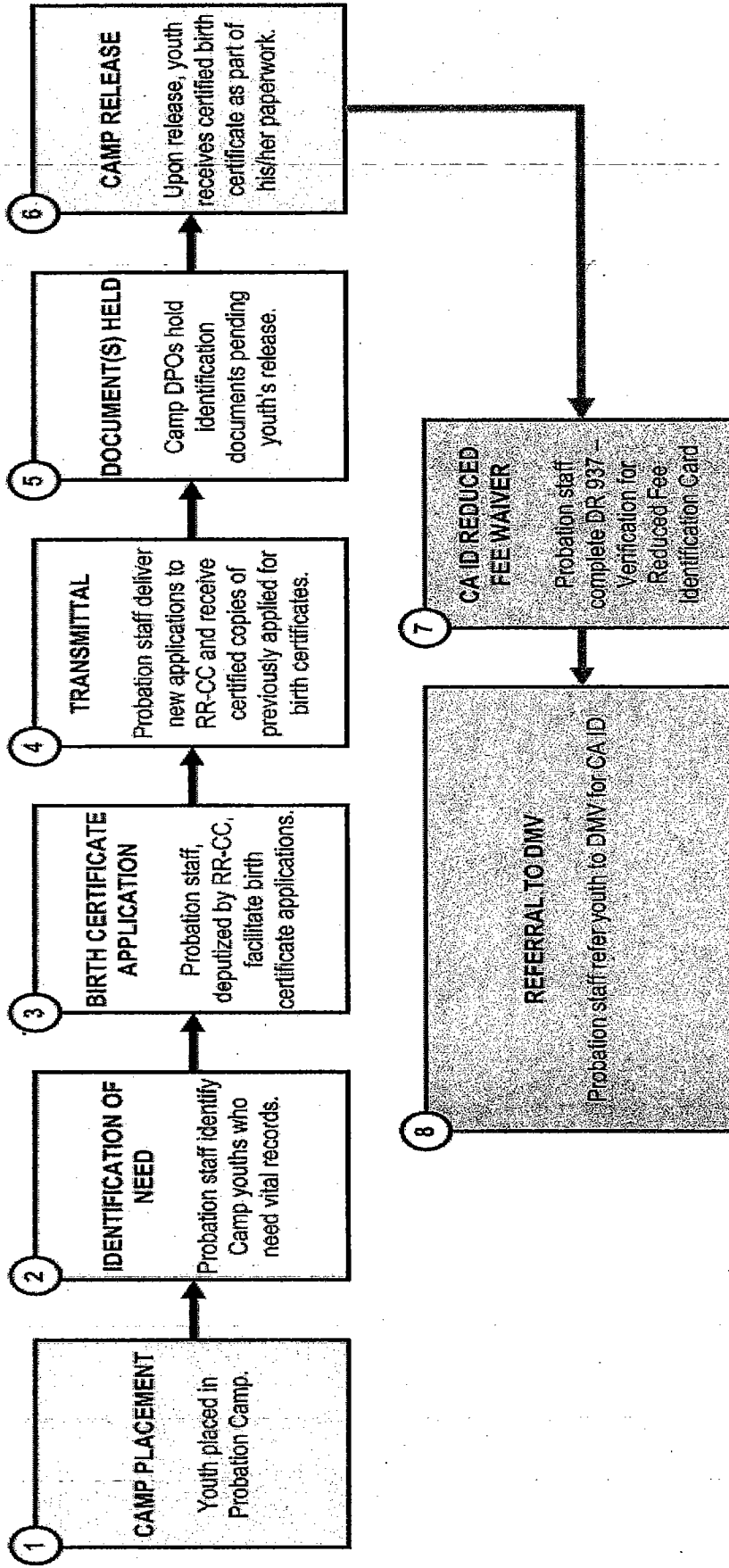
Attachments

c: Executive Office, Board of Supervisors
 County Counsel
 Countywide Criminal Justice Coordination Committee
 Probation
 Public Social Services
 Sheriff
 Registrar-Recorder/County Clerk

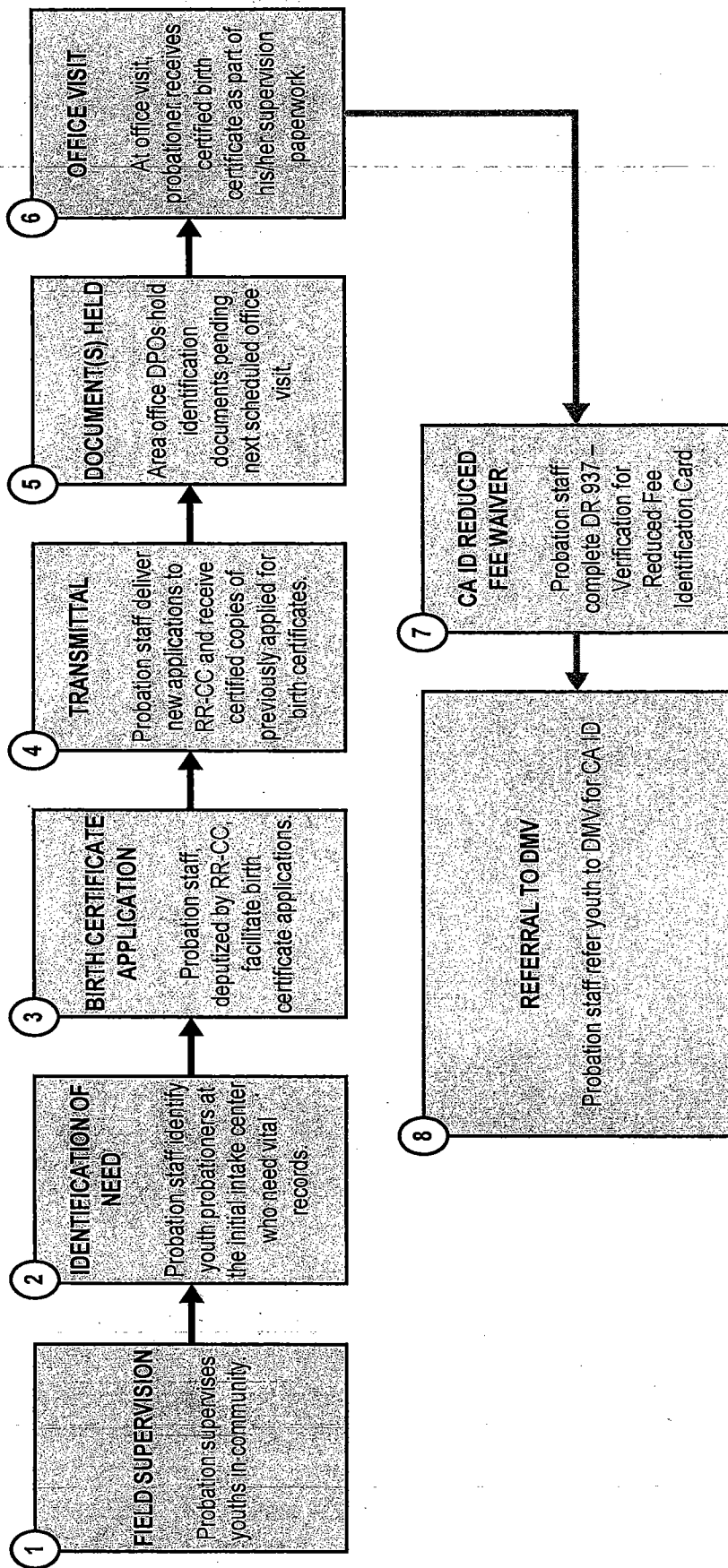
YOUTH IN JUVENILE CAMP PLACEMENT:

ATTACHMENT I

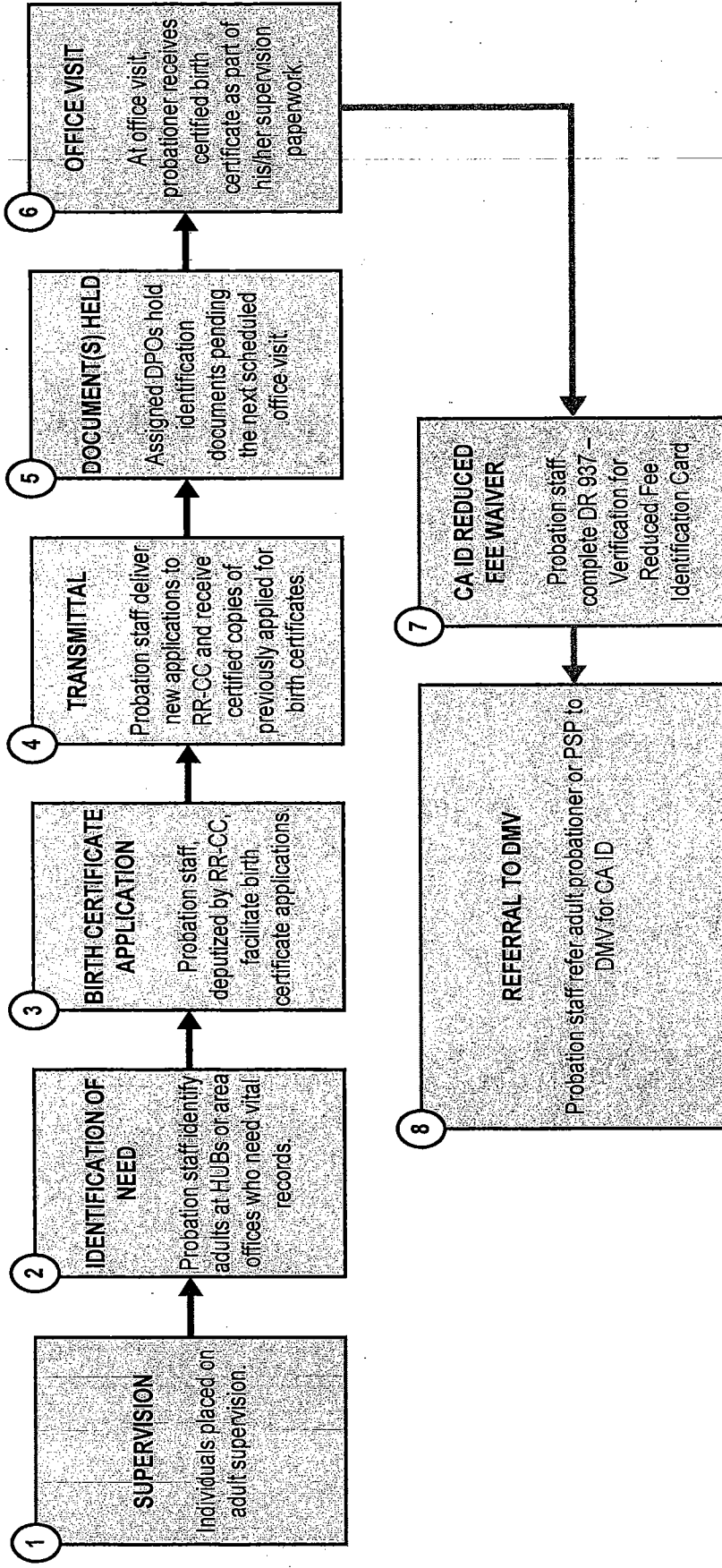
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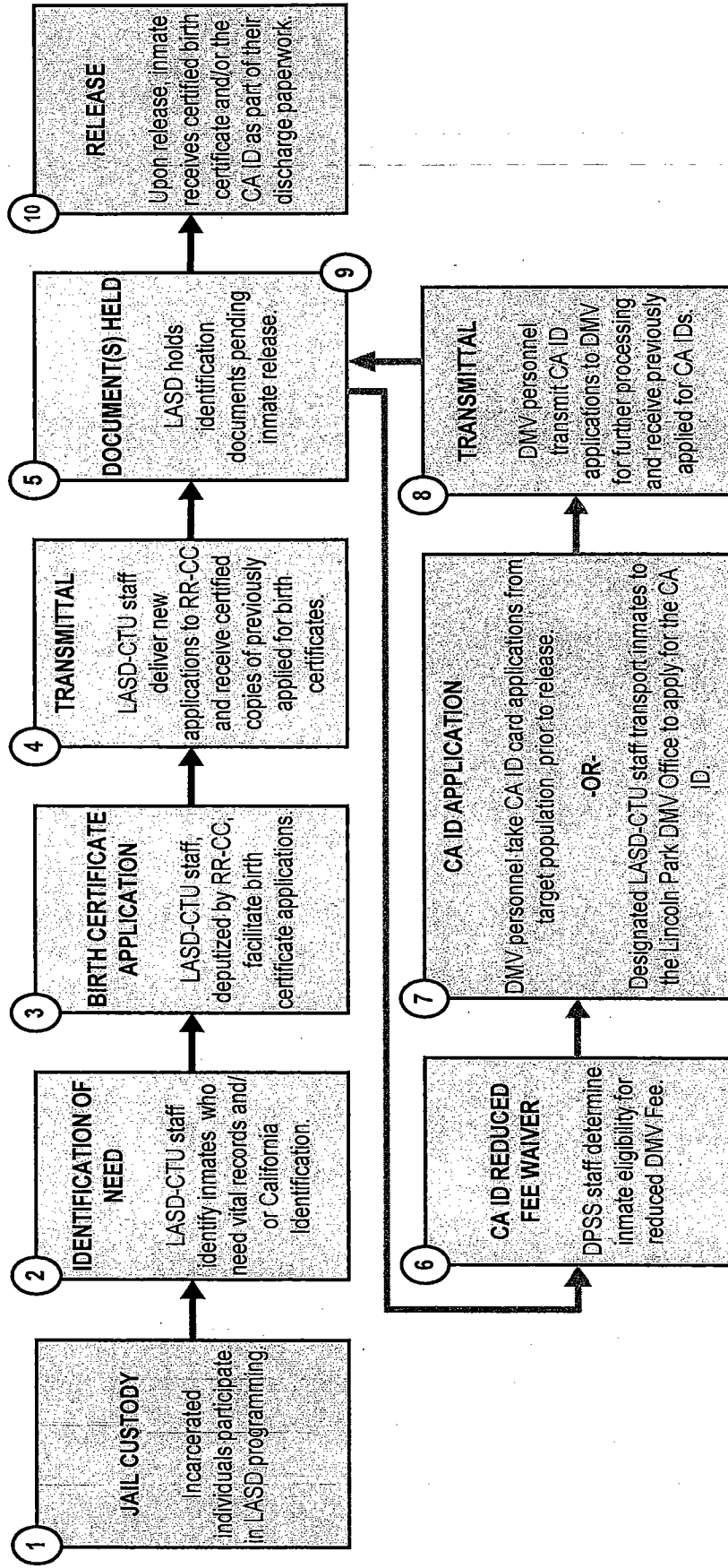
YOUTH ON PROBATION SUPERVISION (FIELD):



ADULTS SUPERVISED BY PROBATION:



ADULT INMATES IN COUNTY JAIL:





**AMENDMENT NUMBER ONE
TO MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK,
PROBATION DEPARTMENT, AND CHIEF EXECUTIVE OFFICE
FOR
CERTIFIED COPIES OF BIRTH CERTIFICATES**

Prepared by:

**Department of Registrar-Recorder/County Clerk
Finance and Management Division/Contracts Section
12400 Imperial Highway, Room 5115
Norwalk, CA 90650**

**AMENDMENT NUMBER ONE
MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE LOS ANGELES COUNTY
DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK,
PROBATION DEPARTMENT, AND CHIEF EXECUTIVE OFFICE
FOR CERTIFIED COPIES OF BIRTH CERTIFICATES**

This Amendment Number One to the Memorandum of Understanding ("Agreement"), by and between the County of Los Angeles through its Department of Registrar-Recorder/County Clerk ("RR/CC"), The Probation Department ("Probation"), and the Chief Executive Office ("CEO") is made and entered into effect as of April 11, 2013. RR/CC, PROBATION and CEO are sometimes hereinafter referred to collectively as the "Parties" and each individually as a "Party."

WHEREAS, RR/CC, Probation, and CEO entered into the Agreement on March 1, 2012, to provide Probation with certified copies of birth records; and

WHEREAS, Parties wish to amend the Agreement to (i) extend the term of the Agreement for a five year period effective March 1, 2013 to February 28, 2018; (ii) revise costs of birth certificate (Certificate) copies for distribution to youths, parents, or caregivers of the youths; (iii) incorporate fiscal and invoice provisions; and

WHEREAS, Section II (General Terms), Paragraph 4 provides that the Agreement may be amended upon mutual written consent of the Parties; and

WHEREAS, RR/CC, Probation, and CEO mutually agree to amend said Agreement as hereinafter set forth.

NOW THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged; the Agreement is hereby amended as follows:

1. Section II (General Terms) of the Agreement is hereby deleted in its entirety and replaced with a new Section II (General Terms) to read as follows:
 1. The term of the Agreement shall commence upon the date first above written ("Effective Date") and runs consecutively for one (1) year. The Agreement will automatically renew in one (1) year increments unless one Party objects or there are modifications to the Agreement which would require the written mutual consent of the Parties hereto. The term of the Agreement, including renewal periods, shall not exceed five (5) years.
 2. Notification of changes/modifications to the Agreement shall be submitted by either Party at least 60 days prior to the Agreement's effective date per Section II (General Terms); Paragraph 4 of this Agreement.
 3. Either Party may terminate this Agreement by giving thirty (30) days prior written notice to the other Parties hereto.

4. It is mutually agreed that this Agreement may be modified or amended by either Party, and any modifications shall become effective upon the written mutual consent of the Parties hereto.
5. Each Party will appoint a person to serve as the official contact and coordinate the activities of each department in carrying out this Agreement. Unless otherwise provided under this Agreement, all notices or submissions to be made to RR/CC, Probation, and CEO under this Agreement shall be directed as indicated below.

The RR/CC contact for this Agreement is:

Portia Sanders, Division Manager
Public Records Division
Registrar-Recorder/County Clerk
12400 Imperial Highway, Room 5001A
Norwalk, CA 90650
Telephone Number: (562) 462-2081
Fax Number: (562) 868-5139
Email: pdsanders@rrcc.lacounty.gov

The Probation contact for this Agreement is:

Marybeth Walker, Director
Camp Community Transition Program
Youth Opportunity Block Grant
Probation Department
9150 East Imperial Highway
Downey, CA 90242
Telephone Number: (562) 940-3541
Fax Number: (562) 658-4756
Email: marybeth.walker@probation.lacounty.gov

The CEO contact for this Agreement is:

Vincent Holmes, Principal Analyst
Chief Executive Office – Service Integration Branch
222 South Hill Street, 5th Floor
Los Angeles, CA 90012
Phone Number: (213) 974-5950
Fax Number: (213) 687-1138
Email: vholmes@ceo.lacounty.gov

2. Section V (CEO Responsibilities), of the Agreement is hereby deleted in its entirety and replaced with a new Section V (CEO Responsibilities) to read as follows:

1. CEO shall reimburse RR/CC for every birth certificate provided to Probation. At the time of execution of this Agreement, the cost for a certified copy of birth certificate is as follows:

- Certified copy of birth certificate: \$23.00

The cost for government agency use is:

- Copy of birth certificate: \$16.00

Effective January 1, 2014, public and government fees for birth certificates will increase by \$2.00 pursuant to Assembly Bill 1053.

The cost per certified copy of a birth certificate shall increase or decrease in accordance with legislation now in effect or as enacted or modified by legislation or the County of Los Angeles Board of Supervisors during the term of the Agreement. Changes in cost will be effected by an Amendment to this Agreement per Section II (General Terms), Paragraph 4 of this Agreement.

2. CEO shall allocate funds in the amount of \$15,000 (fifteen thousand dollars) to support the purchase of certified copies of birth certificates for the term of this Agreement.
3. CEO shall monitor payments and fund balance and notify RR/CC and Probation contacts when 75% (\$11,250) of the allocated funds has been expended.

3. Section VI (Fiscal and Invoice Provisions) of the Agreement is hereby added and incorporated into the Agreement through this Amendment Number One, which will immediately following Section V (CEO Responsibilities), and read as follows:

VI. FISCAL AND INVOICE PROVISIONS

1. CEO will submit a Departmental Service Order ("DSO") annually at the beginning of each Fiscal Year.
2. CEO will approve interdepartmental invoices in accordance with existing Electronic Countywide Accounting and Purchasing System (eCAPS) procedures. The basis for the amount billed and claimed for services provided to CEO will be the actual number of Certificates. Probation will retain a log identifying each Certificate requested. RR/CC will retain records to support the actual costs charged to CEO for each Certificate provided. The Probation logs and the RR/CC records will be used for audit purposes.

DSO/Billing questions should be directed to:

Henrietta Willis-Kendall, General Accounting Manager
Registrar-Recorder/County Clerk
Financial Services Section
12400 Imperial Highway, Room 7211
Norwalk, CA 90650
Telephone No: (562) 462-2327
Fax Number: (562) 462-1430
Email: hkendall@rrcc.lacounty.gov

3. RR/CC will submit interdepartmental invoices for monthly services provided within sixty (60) calendar days following the end of the month in which service was provided in compliance with the County Fiscal Manual. By July 31, or the year-end closing date set forth by the Auditor-Controller following the close of the FY, whichever occurs later, RR/CC will provide CEO billings for services provided in June.
4. RR/CC will initiate via eCAPS, an internal transfer process by creating an Intra-fund Transfer Initiator (IFTI) to bill CEO for actual services rendered and actual costs incurred. When submitted by RRCC, the IFTI document will appear as an IFTA document for CEO approval in eCAPS.
5. Upon receipt of complete and accurate documentation, as specified in paragraph 6 below, CEO will review and approve the monthly IFTA submitted by RR/CC, via eCAPS, within thirty (30) calendar days.
6. IFTI supporting documentation will include the actual number of Certificates provided to CEO and copies of the transmittal log prepared by CEO.

Except as otherwise specifically provided under this Amendment Number One, all other terms and conditions of the Agreement shall remain in full force and effect.

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**AMENDMENT NUMBER ONE
MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE LOS ANGELES COUNTY
DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK
PROBATION DEPARTMENT, AND CHIEF EXECUTIVE OFFICE
FOR CERTIFIED COPIES OF BIRTH CERTIFICATES**


IN WITNESS THEREOF, and executed as of the date first above written, the Parties to this Agreement do hereby agree and consent to all terms and conditions provided herein.

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY
CLERK



DEAN C. LOGAN
Registrar-Recorder/County Clerk

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT




SIGNATURE
JERRY POWERS

PRINT NAME
Chief Probation Officer

TITLE

COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICE



SIGNATURE
William T. Fujioke

PRINT NAME
Chief Executive Officer

TITLE

APPROVED AS TO FORM:
JOHN F. KRATTLI
County Counsel

By 

VICKI KOZIKOUJEKIAN
Principal County Counsel



COUNTY OF LOS ANGELES
MEMORANDUM OF UNDERSTANDING

BETWEEN

**DEPARTMENT OF THE REGISTRAR-RECORDER/COUNTY CLERK,
PROBATION DEPARTMENT, AND CHIEF EXECUTIVE OFFICE
FOR**

CERTIFIED COPY OF BIRTH RECORDS



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ATTACHMENTS:

- 1 TRANSMITTAL LOG
 - 2 DEPUTIZED PROBATION OFFICER INFORMATION
- 

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE LOS ANGELES COUNTY
DEPARTMENT OF THE REGISTRAR-RECORDER/COUNTY CLERK,
PROBATION DEPARTMENT, AND CHIEF EXECUTIVE OFFICE FOR
CERTIFIED COPY OF BIRTH RECORDS**

This Memorandum of Understanding ("Agreement") is made and entered into effect as of _____ 2012 by and between the Department of the Registrar-Recorder/County Clerk ("RR/CC"), the Probation Department ("Probation"), and the Chief Executive Office ("CEO"). RR/CC, Probation, and CEO are hereinafter referred to collectively as the "Parties" and each individual as a "Party".

I. PURPOSE

The purpose of this Agreement is to provide Probation Officers in both the Camp and Aftercare Section with the ability to accept birth certificate applications for probation youth under the care of Probation for the sole purpose of assisting these youths in transitioning back into the community. *Frielol SN*

~~Probation recognizes the difficulties faced by probation youth who transition from camp to the community without a birth certificate or acceptable documentation necessary to establish identity.~~ Without the appropriate identification probation youth struggle to obtain employment, healthcare benefits, school enrollment, government identification cards, and other essentials necessary to continue the rehabilitative process. This issue is compounded by the lack of financial resources which prevents youths and their families from obtaining birth records through the traditional process available to the public. *Assisting prob. youth in obtaining a b.c.*

Probation Officers in ~~Camp and Aftercare Units~~ are responsible for providing case management services to court ordered youth. Having access to birth certificates supports the Probation Department's mission to facilitate positive behavior change for juvenile probationers. Deputy Probation Officer service applications include directly assisting the youth's family with school enrollment, employment coordination and accessing community resources.

In collaboration with the CEO and the Probation Department, RR/CC will deputize Probation Officers ~~in the Camp and Aftercare Sections~~, allowing them to accept birth certificate applications from youth ^{*under the supervision of Probation Dept.*} under the supervision of Probation; or parent(s) or caregiver(s) of youth in Los Angeles County ~~Probation camps~~, eliminating the need of a notarized certificate of identity.

Due to State law, only "Deputized" Probation Officers ("DPO") ~~in the Camp or Aftercare Section~~ will be permitted to accept birth certificate applications.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

II. GENERAL TERMS

1. The term of the Agreement shall commence upon the Effective Date and run through the fiscal year. The Agreement will automatically renew for one (1) year unless a Party to this Agreement objects or there are modifications to the Agreement which would require the written mutual consent of the Parties hereto. The term of the Agreement, including renewal periods, shall not exceed two (2) years.
2. Changes/modifications to the Agreement may be submitted by either Party and shall allow at least 60 days prior to the Agreement anniversary date. Any changes/modifications to the Agreement shall be executed per Section II (General Terms), Paragraph 4 of this Agreement.
3. Either Party may terminate this Agreement by giving thirty (30) days prior written notice to the other Parties hereto.
4. It is mutually agreed that this Agreement may be modified or amended by either Party, and any modifications shall become effective upon the written mutual consent of the Parties hereto.
5. Each Party will appoint a person to serve as the official contact and coordinate the activities of each department in carrying out this Agreement. Unless otherwise provided under this Agreement, all notices or submissions to be made to RR/CC, Probation, and CEO under this Agreement shall be directed as indicated below.

The RR/CC contact for this Agreement is:

Portia Sanders, Division Manager
Registrar-Recorder/County Clerk
Public Records Division
12400 Imperial Highway, Room 5001A
Norwalk, CA 90650
Telephone No: (562) 462-2081
Fax No: (562) 868-5139
Email: PDSanders@rrcc.lacounty.gov

The Probation contact for this Agreement is:

Marybeth Walker ~~APR 11 2008~~
Probation Department
9150 E. Imperial Highway
Downey, CA 90242
(562) 940-3849
Fax No:
Email: Marybeth.Walker@probation.lacounty.gov

The CEO contact for this Agreement is:

Vincent Holmes, Principal Analyst
Chief Executive Office
222 S. Hill Street, 5th Floor
Los Angeles, Ca 90012
Telephone No: (213) 974-5950
Email: vholmes@ceo.lacounty.gov

III. RR/CC RESPONSIBILITIES


1. RR/CC shall deputize Probation Officers ~~in the Camp and Aftercare Sections~~, allowing them to accept applications for a certified copy of birth certificates of youths under the care of Probation, parent(s) or caregiver(s) in Los Angeles County Probation camps.
2. RR/CC will process and deliver via Probation messenger ^{bi-weekly} ~~semi-weekly~~ certified birth certificates to the Probation's Central Processing Unit for the previous week.
3. RR/CC shall provide the CEO contact person with the ^{bi-weekly} ~~semi-weekly~~ transmittal logs of all certified birth certificates found and provided to Probation.
4. RR/CC shall forward a monthly invoice to CEO through e-Caps no later than the fifth (5th) of the following month.

IV. PROBATION RESPONSIBILITIES

1. Probation shall determine if the youth, parent(s) or caregiver(s) have a certified copy of the youth's birth certificate.
2. Probation shall provide a birth certificate only for youths who are not already in possession of a certified copy. Probation shall have youth, parent(s) or caregiver(s) attest they are not in possession of a certified copy of the youth's birth certificate.
3. Probation shall include Attachment 1 (Transmittal Log) on a ^{bi-weekly} ~~semi-weekly~~ basis with the applications sent to RR/CC Attn: Section Head, Birth-Death & Marriage Records Section, 12400 Imperial Highway, Room 1002, Norwalk, CA 90650.
4. Probation shall be responsible for distribution of the birth certificates to youths, parent(s) or caregiver(s) of the youths.
5. Probation shall monitor deputized personnel and submit Attachment 2 (Deputized Probation Officer Information) at least annually to RR/CC for verification of deputized staff.




V. CEO RESPONSIBILITIES

1. CEO shall reimburse RR/CC for every birth certificate provided to Probation. At the time of execution of this Agreement, the cost is \$21.00 (twenty-one dollars) for each certified copy of a birth certificate. The cost per certified copy of a birth certificate shall increase or decrease in accordance with legislation now in effect or as enacted or modified by legislation or the County of Los Angeles Board of Supervisors during the term of this Agreement. Changes in cost will be effected by an Amendment to this Agreement per Section II (General Terms) Paragraph 4 of this Agreement.
 2. CEO shall allocate funds in the amount of \$15,000 (fifteen thousand dollars) to support the purchase of certified copies of birth certificates for the term of this Agreement.
 3. CEO shall set-up a Departmental Service Order ("DSO") annually with sufficient funds to cover the services described herein.
 4. CEO shall process and forward electronic payments to RR/CC within 30 days of receipt of electronic invoice via eCAPS.
 5. CEO shall monitor payments and fund balance and notify RR/CC and Probation contacts when 75% (\$11,250) of the allocated funds has been expended.
- 

**COUNTY OF LOS ANGELES MEMORANDUM OF UNDERSTANDING
BETWEEN DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK,
PROBATION DEPARTMENT AND CHIEF EXECUTIVE OFFICE FOR
CERTIFIED COPY OF BIRTH RECORDS**

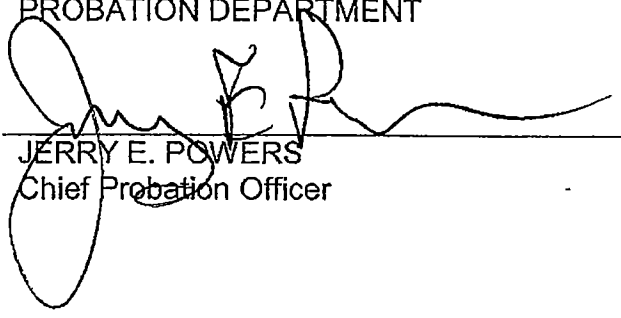
IN WITNESS THEREOF, and executed as of the date first above written, the Parties to this Agreement do hereby agree and consent to all terms and conditions provided herein.

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY
CLERK



DEAN C. LOGAN
Registrar-Recorder/County Clerk

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT



JERRY E. POWERS
Chief Probation Officer

COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICE



WILLIAM T. FUJIOKA
Chief Executive Officer

TRANSMITTAL LOG



MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK
AND
PROBATION DEPARTMENT
FOR
CERTIFIED COPIES OF ADULT BIRTH CERTIFICATES

Prepared by:

Department of Registrar-Recorder/County Clerk
Finance and Management Division/Contracts Section
12400 Imperial Highway, Room 5115
Norwalk, CA 90650

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ATTACHMENTS:

- I. TRANSMITTAL LOG
- II. DEPUTIZED PROBATION OFFICER INFORMATION

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE LOS ANGELES COUNTY
DEPARTMENT OF THE REGISTRAR-RECORDER/COUNTY CLERK
AND PROBATION DEPARTMENT FOR
CERTIFIED COPIES OF ADULT BIRTH CERTIFICATES**

This Memorandum of Understanding ("Agreement") is made and entered into effect as of September 27, 2013 by and between the Department of the Registrar-Recorder/County Clerk ("RR/CC") and the Probation Department ("Probation"). RR/CC and Probation are hereinafter referred to collectively as the "Parties" and each individual as a "Party".

I. PURPOSE

The purpose of this Agreement is to provide Probation Officers in AB109 Operations and Adult Field Services with the ability to accept birth certificate applications for adults under the care of Probation for the sole purpose of assisting them in transitioning back into the community.

Probation recognizes the difficulties faced by adults who transition from incarceration to the community without a birth certificate or acceptable documentation necessary to establish identity. Without the appropriate identification, Probationers struggle to obtain employment, healthcare benefits, government identification cards, and other essentials necessary to continue the rehabilitative process. This issue is compounded by the lack of financial resources which prevent adults from obtaining birth records through the traditional process available to the public.

Probation Officers in AB109 Operations and Adult Field Services are responsible for providing case management services to court ordered adults. Having access to birth certificates supports the Probation Department's mission to facilitate positive behavior change for Probationers. Deputy Probation Officer-serviced applications include employment coordination and accessing community resources.

In collaboration with the Probation Department, RR/CC will deputize Probation Officers in the AB109 Operations and Adult Field Services, allowing them to accept birth certificate applications from adults under the supervision of Probation; eliminating the need of a notarized certificate of identity.

Due to State law, only "Deputized" Probation Officers ("DPO") in the AB109 Operations and Adult Field Services will be permitted to accept birth certificate applications.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

II. GENERAL TERMS

1. The term of the Agreement shall commence upon the date first above written ("Effective Date") and runs consecutively for one (1) year. The Agreement will automatically renew in one (1) year increments unless one Party objects or there

are modifications to the Agreement which would require the written mutual consent of the Parties hereto. The term of the Agreement, including renewal periods, shall not exceed five (5) years.

2. Notification of changes/modifications to the Agreement shall be submitted by either Party at least 60 days prior to the Agreement's effective date per Section II (General Terms), Paragraph 4 of this Agreement.
3. Either Party may terminate this Agreement by giving thirty (30) days prior written notice to the other Parties hereto.
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5. Each Party will appoint a person to serve as the official contact and coordinate the activities of each department in carrying out this Agreement. Unless otherwise provided under this Agreement, all notices or submissions to be made to RR/CC and Probation under this Agreement shall be directed as indicated below.

The RR/CC contact for this Agreement is:

Portia Sanders, Division Manager
Public Records Division
Registrar-Recorder/County Clerk
12400 Imperial Highway, Room 5001A
Norwalk, CA 90650
Telephone Number: (562) 462-2081
Fax Number: (562) 868-5139
Email: pdsanders@rrcc.lacounty.gov

The Probation contacts for this Agreement are:

Reaver Bingham, Deputy Chief Field Services
AB109 Operations and Adult Field Services
Probation Department
9150 East Imperial Highway
Downey, CA 90242
Telephone Number: (562) 940-2514
Fax Number: (562) 401-2881
Email: reaver.bingham@probation.lacounty.gov

Richard Giron, Senior Director Field Services
AB109 Operations and Adult Field Services
Probation Department
9150 East Imperial Highway
Downey, CA 90242
Telephone Number: (562) 940-2514
Fax Number: (562) 401-2881
Email: richard.giron@probation.lacounty.gov

III. RR/CC RESPONSIBILITIES

1. RR/CC shall deputize Probation Officers in the AB109 Operations and Adult Field Services, allowing them to accept applications for certified copies of adult birth certificates under the care of Probation, in Los Angeles County.
2. RR/CC will process and deliver via Probation messenger weekly certified birth certificates to Probation's Central Processing Unit for the previous week.
3. RR/CC shall provide the Probation contact person with the weekly transmittal logs of all certified birth certificates found and provided to Probation.
4. RR/CC shall forward a monthly invoice to Probation through e-Caps no later than the fifth (5th) of the following month.

IV. PROBATION RESPONSIBILITIES

1. Probation shall determine if the probationer has a certified copy of their birth certificate.
2. Probation shall provide a birth certificate only for adults who are not already in possession of a certified copy. Probation shall have probationers attest they are not in possession of a certified copy of their birth certificate.
3. Probation shall include Attachment I (Transmittal Log) on a weekly basis with the applications sent to RR/CC, Attn: Section Head, Birth-Death & Marriage Records Section, 12400 Imperial Highway, Room 1002, Norwalk, CA 90650.
4. Probation shall be responsible for distribution of the birth certificates to probationers after receiving the certified copy of the birth certificates from RR/CC.
5. Probation shall monitor deputized personnel and submit Attachment II (Deputized Probation Officer Information) annually to RR/CC for verification of deputized staff.
6. Probation shall reimburse RR/CC for every birth certificate provided to Probation. At the time of execution of this Agreement, cost for a certified copy of birth certificate is \$23.00.

Effective January 1, 2014, fees for birth certificates will increase by \$2.00 pursuant to Assembly Bill 1053.

The cost per certified copy of a birth certificate shall increase or decrease in accordance with legislation now in effect or as enacted or modified by legislation or the County of Los Angeles Board of Supervisors during the term of the Agreement. Changes in cost will be effected by an Amendment to this Agreement per Section II (General Terms), Paragraph 4 of this Agreement.

7. Probation shall allocate funds in the amount of \$15,000 (fifteen thousand dollars) to support the purchase of certified copies of birth certificates for the term of this Agreement.
8. Probation shall monitor payments and fund balance and notify RR/CC contact when 75% of the allocated funds have been expended.

VI. FISCAL AND INVOICE PROVISIONS

1. Probation will submit a Departmental Service Order ("DSO") annually at the beginning of each Fiscal Year.
2. Probation will approve interdepartmental invoices in accordance with existing Electronic Countywide Accounting and Purchasing System (eCAPS) procedures. The basis for the amount billed and claimed for services provided to Probation will be the actual number of birth certificates. Probation will retain a log identifying each birth certificate requested. RR/CC will retain records to support the actual costs charged to Probation for each birth certificate provided. The Probation logs and the RR/CC records will be used for audit purposes.

DSO/Billing questions should be directed to:

Henrietta Willis-Kendall, General Accounting Manager
Registrar-Recorder/County Clerk
Financial Services Section
12400 Imperial Highway, Room 7211
Norwalk, CA 90650
Telephone No: (562) 462-2327
Fax Number: (562) 462-1430
Email: hkendall@rrcc.lacounty.gov

3. RR/CC will submit interdepartmental invoices for monthly services provided within sixty (60) calendar days following the end of the month in which services were provided in compliance with the County Fiscal Manual. RR/CC will provide Probation billings for services provided in June by July 31, or the year-end closing date set forth by the Auditor-Controller following the close of the FY, whichever occurs later.
4. RR/CC will initiate an internal transfer process by creating an Intra-fund Transfer Initiator (IFTI) via eCAPS to bill Probation for actual services rendered and actual costs incurred. Once RRCC submits, the IFTI document will appear as an IFTA document for Probation approval in eCAPS.
5. Upon receipt of complete and accurate documentation, as specified in paragraph six (6) below, Probation will review and approve the monthly IFTA submitted by RR/CC, via eCAPS, within thirty (30) calendar days.

6. IFTI supporting documentation will include the actual number of birth certificates provided to Probation and copies of the transmittal log prepared by Probation.

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COUNTY OF LOS ANGELES MEMORANDUM OF UNDERSTANDING
BETWEEN DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK
AND PROBATION DEPARTMENT FOR CERTIFIED COPIES
OF ADULT BIRTH CERTIFICATES

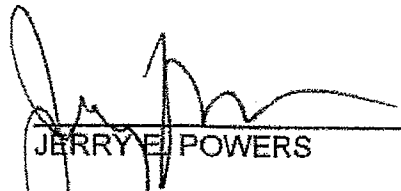
IN WITNESS THEREOF, and executed as of the date first above written, the Parties to this Agreement do hereby agree and consent to all terms and conditions provided herein.

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY
CLERK



DEAN C. LOGAN
Registrar-Recorder/County Clerk

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT



JERRY E. POWERS

JERRY E. POWERS

PRINT NAME

CHIEF PROBATION OFFICER
TITLE

APPROVED AS TO FORM:
JOHN F. KRATTLI
County Counsel

By 

VICKI KOZIKOUJEKIAN
Principal County Counsel

DEPUTIZED PROBATION OFFICER INFORMATION
ADULT BIRTH CERTIFICATE RECORDS

Employee Name	Employee Number	User Division/Bureau	Location/Address/ Phone Number
Mary Ann Smiley	454604	AFSB/ AB109	East San Fernando Valley 1441 Delano Street Van Nuys Ca 91401 (323) 490-9470
Kimberly Tillman	455752	AFSB/ AB109	Day Reporting Center 5811 San Pedro Street Los Angeles, Ca 90011 (323)371-5919
Albert Montellano	286538	AFSB/ AB109	East Los Angeles (ELA) 4849 Civic Center Way Los Angeles Ca 90022 (626) 532 0905
Eduardo Cordero	286501	AFSB/ AB109	Foothill Area Office 300 E. Walnut Street Suite 200 Pasadena, Ca 91101 (626) 356-5322
Lisa Ramirez	286259	AFSB/ AB109	Firestone Area Office 8526 S. Grape Street Los Angeles, Ca 90001 (323) 586-6414
Joan Pera	471065	AFSB/ AB109	Pomona Area Office 1660 W. Mission Blvd Pomona Ca 91766 (909) 865-7157
Jack Howard	204361	AFSB/ AB109	Rio Hondo Area Office 8240 S. Broadway Ave Whittier Ca 90606 (562) 908-3122
Michael Owens	272990	AFSB/ AB109	San Gabriel Valley Area Office 11234 E. Valley Blvd Suite 302 El Monte Ca 91731 (626) 575-4232
Sharmane Franklin	293829	AFSB/ AB109	Antelope Valley Area Office 42011 4th Street West St 1900 Lancaster Ca 93534 (661) 974-7221
Nathaniel Hutherson	262074	AFSB/ AB109	Santa Monica Area Office 1725 Main Street Santa Monica Ca 90401 (310) 260-3525
La Tonya Moore	287589	AFSB/ AB109	Crenshaw Area Office 3606 W. Exposition Blvd, 90016 (323) 298-3519

Ayman Mansour	459613	AFSB/ AB109	Centinela Area Office 1330 W. Imperial Hwy Los Angeles, Ca 90044 (323) 298-5924
Casey Waters	422142	AFSB/ AB109	South Central Area Office 200 W. Compton Blvd, Suite 300 Compton, Ca 90220 (310) 603-7311
Loretta English	402084	AFSB/ AB109	Long Beach Area Office 275 Magnolia Ave Suite 1985 Long Beach, Ca 90802 (562) 491-5848
Arthur Mayfield	257870	AFSB/ AB109	Harbor Area Office 3221 Torrance Blvd Torrance Ca 90503 (310) 222-2658
Richard Giron	296407	AFSB/ AB109	Downey HQ/ 9150 E. Imperial Hwy Downey (323) 627-8327



COUNTY OF LOS ANGELES

MEMORANDUM OF UNDERSTANDING

BETWEEN

DEPARTMENT OF THE REGISTRAR-RECORDER/COUNTY CLERK

AND

SHERIFF'S DEPARTMENT,
EDUCATION BASED INCARCERATION BUREAU

FOR

CERTIFIED COPY OF BIRTH RECORDS

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II.	GENERAL TERMS	1
III.	RR/CC RESPONSIBILITIES.....	2
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ATTACHMENTS:

- 1. Transmittal Log
- 1.1 Request Form
- 2 LASD Deputized Information

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE COUNTY OF LOS ANGELES
DEPARTMENT OF THE REGISTRAR-RECORDER/COUNTY CLERK AND THE
SHERIFF'S DEPARTMENT FOR CERTIFIED COPY OF BIRTH RECORDS**

This Memorandum of Understanding ("Agreement") is made and entered into effect as this 1st day of November, 2012 by and between the Department of the Registrar-Recorder/County Clerk ("RR/CC"), and the Sheriff's Department ("LASD"). RR/CC and LASD are hereinafter referred to collectively as the "Parties" and each individual as a "Party".

I. PURPOSE

The purpose of this Agreement is to provide LASD staff assigned to the Community Transition Unit (CTU) with the ability to accept birth certificate applications from inmates under LASD care for the sole purpose of assisting inmates in transitioning back into the community. One of the most common barriers to offender reentry is the lack of a birth certificate, which is an absolute necessity in order to establish his/her identity for accessing a California identification card, employment, and public assistance.

The CTU staff have been tasked with case management and assisting those persons currently incarcerated to access much needed programs and services, thus providing a smooth transition back into the community, giving the ex-offenders a better chance at leading more stable and productive lives.

Under State law, only staff deputized by RR/CC are permitted to accept birth certificate applications. RR/CC will deputize LASD staff assigned to the CTU to accept birth certificate applications from inmates. Thus eliminating the need for a notarized certificate of identity as required by State law.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

II. GENERAL TERMS

1. The term of the Agreement shall commence upon the date first above written ("Effective Date") and run consecutively for one (1) year. The Agreement will automatically renew in one (1) year increments unless one Party objects or there are modifications to the Agreement which would require the written mutual consent of the Parties hereto. The term of the Agreement, including renewal periods, shall not exceed five (5) years.
2. Changes/modifications shall be submitted by either Party at least 60 days prior to the Agreement anniversary date. Any changes/modifications to the Agreement

shall be executed per Section II (General Terms), Paragraph 4 of this Agreement.

3. Either Party may terminate this Agreement by giving thirty (30) days prior written notice to the other Party hereto.
4. It is mutually agreed that this Agreement may be modified or amended by either Party and modification shall become effective upon the written mutual consent of the Parties hereto.
5. Each Party will appoint a person to serve as the official contact and coordinate the activities of each department in carrying out this Agreement. Unless otherwise provided under this Agreement, all notices, submissions or deliveries to be made to RR/CC and LASD under this Agreement shall be directed as indicated below.

The RR/CC contact for this Agreement is:

Portia Sanders, Division Manager
Registrar-Recorder/County Clerk
Public Records Division
12400 Imperial Highway, Room 5001A
Norwalk, CA 90650
Telephone No: (562) 462-2081
Fax No: (562) 868-5139
Email: PDSanders@rrcc.lacounty.gov

The LASD contact for this Agreement is:

Michael Bornman, Captain
Education Based Incarceration Bureau
Sheriff's Department
450 Bauchet Street, Room E-888
Los Angeles, CA 90012
Telephone No. (213) 473-2974
Fax No: (323) 415- 3550
Email: mlbornma@lasd.org

III. RR/CC RESPONSIBILITIES

1. RR/CC shall deputize LASD staff assigned to the CTU, allowing them to accept applications for certified copies of birth certificates from inmates.
2. RR/CC will process and deliver to LASD, via LASD messenger, at the end of each week the certified copies of birth certificates to the LASD's Community Transition Reentry Center (CTRC), 450 Bauchet Street, Room 299, Los Angeles, CA 90012 for the previous week.

3. RR/CC shall provide LASD contact person with a monthly transmittal log of all certified birth certificates found and provided to LASD. The month transmittal log will include an invoice with the total and shall be forward to LASD contact person no later than the fifth (5th) day of the following month.

IV. LASD RESPONSIBILITIES

1. LASD shall determine if the inmate has a certified copy of his/her birth certificate.
2. LASD shall provide a birth certificate only to inmates who are not already in possession of a certified copy. LASD shall have the inmate attest they are not in possession of a certified copy of their birth certificate.
3. LASD shall be responsible for distribution of the birth certificates to the inmates.
4. LASD shall monitor deputized personnel and report immediately any changes in employment or assignment to RR/CC contact person identified in Section II, Paragraph 5 of this Agreement. In addition, submit annually Attachment 2 (LASD Deputized Information) to RR/CC for ongoing verification of deputized staff. Deputized status of Sheriff's personnel shall immediately terminate upon a change in employment/assignment or termination of this Agreement.
5. LASD shall reimburse RR/CC for every birth certificate provided. At the time of execution of this Agreement, the cost is \$21.00 (Twenty-one dollars) for a certified copy of a birth certificate. The cost per certified copy of a birth certificate shall increase or decrease in accordance with legislation now in effect or as enacted or modified by legislation or the County of Los Angeles Board of Supervisors during the term of the Agreement. Changes in cost will be effected by an Amendment to this Agreement per Section II (General Terms) Paragraph 4 of this Agreement.
6. LASD shall allocate sufficient funds to support the purchase of certified copies of birth certificates on a Fiscal Year basis for each year the Agreement is in effect for the term of this Agreement.
7. LASD shall set-up a Department Service Order ("DSO") annually at the beginning of each Fiscal Year with sufficient funds to cover the services described herein.
8. LASD shall process and forward payment electronically to RR/CC within 30 days of receipt of the transmittal log and invoice electronic via eCaps.
9. LASD shall monitor payments and fund balance and notify RR/CC when 75% of the allocated funds has been expended.

**COUNTY OF LOS ANGELES MEMORANDUM OF UNDERSTANDING
BETWEEN DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK
AND SHERIFF'S DEPARTMENT FOR CERTIFIED COPY OF BIRTH
RECORDS**

IN WITNESS THEREOF, and executed as of the date first above written, the Parties to this Agreement do hereby agree and consent to all terms and conditions provided herein.

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY
CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT

LEROY D. BACA
Sheriff



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
EDUCATION BASED INCARCERATION BUREAU
COMMUNITY TRANSITION UNIT
Birth Certificate Request

All information must be answered candidly.

Name (First M. Last):			
Address:		City:	
Sex:	Race:	DOB:	- -
Home Phone: () -		Work Phone: () -	
CDL /ID #:		Soc. Sec. #: - -	
Housing Location:		Date:	
Program:			
Release Date:			
Print Name of CTU Case Manager			
Signature		Date	

[illegible]